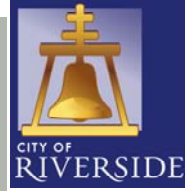


CITY OF RIVERSIDE INTERNSHIP PROGRAM



MISSION

The City of Riverside is proud to provide students with this program to assist in their opportunity to develop and enhance their academic and career goals by offering them training in the workplace.

THE COLLEGE INTERNSHIP PROGRAM

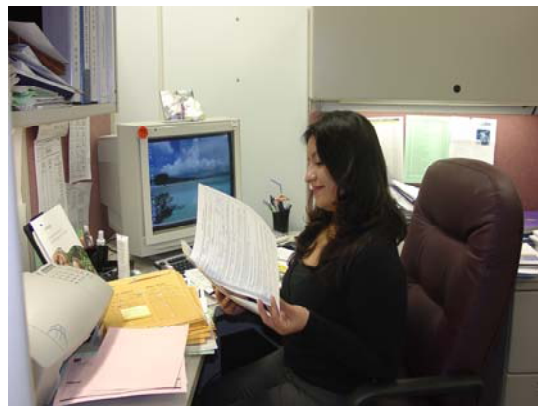
The City of Riverside is pleased to join with our prestigious local colleges and universities to offer students the opportunity to enhance their academic and career goals. The College Internship Program will expose students to career opportunities in local government while allowing them to develop and strengthen professional skills in a work environment which enriches their classroom education. Working side-by-side with City staff, interns will gain valuable experience in a fast paced government environment as they help provide quality customer service to citizens.

The College Internship Program will:

- Provide students with valuable professional public service experience that will enhance their skills and competence
- Give students an opportunity to learn first-hand how city government operates
- Offer networking and mentoring for academic and career growth
- Develop interest for possible public service careers

EDUCATION AND EXPERIENCE

The ideal candidates for the Internship Program will be students who are willing to link their educational experience to local government and possesses outstanding communication skills in the areas of public information, education, and outreach to diverse audiences; exceptional oral and written communication skills; strong commitment to providing quality customer service; ability to develop and maintain effective relations with City staff; ability to understand and interpret complex reports



DEFINITIONS

Administrative Intern - To qualify, intern candidates must be an undergraduate student currently enrolled (or recent graduate) in a Bachelor's Degree program at an accredited college or university with major work in Public or Business Administration or closely related field

Management Intern - To qualify, intern candidates must be currently enrolled (or recent graduate) in a graduate program at an accredited college or university with major work in Public or Business Administration or a closely related field.

Technical Intern - To qualify, intern candidates must be currently enrolled (or recent graduate) in a program from an accredited post-secondary educational or vocational institution with major coursework related to a specialized field of study.

For detail information on Internship Opportunities with the City of Riverside, please visit <http://www.riversideca.gov/human/Internship-Available.pdf>

The following are a list of Internship opportunities offered through the City of Riverside

Community Development – Administrative Intern to perform various entry-level professional planning and case processing duties and assist in a wide variety of studies and research projects which may include report writing, statistical calculations, computer work, and other related activities.

Fire Department - Prevention Division – Administrative Intern to track compliance, develop statistical reports, research current businesses, and file permits on citywide hazardous material usage.

General Services Department – Administrative Intern to research, develop and apply for grants from state and federal agencies and prepare necessary reports on the progress of grant projects. Participate in reorganizing, cataloging and managing historical files and assist in the development of productivity analysis reports.

Human Resources Department – Administrative Intern

Class & Compensation Division- to assist in a citywide study of employee classifications and compensations.

Benefits Division- answers a variety of benefit inquiries orally, in writing and by phone. Assist in establishing policies and procedures relating to benefit provider-billing process. Research and analyze costing for a variety of benefits options.

Legal Department – Law Clerk to prepare articles of use for legal documents, draft routine discovery requests and motions, gather factual information and perform basic legal research to assist attorneys in determining appropriate legal action. Summarize, organize, and index prior opinions, testimonies, depositions, discovery responses, and other documentary material.

Library Department – Technical Intern who possess or in the process of acquiring a Child Development, Education or Theater Degree to provide story-times to children in City Library branches and outreach events. Provide after school programming to school age children in libraries, and assist in organizing volunteers to directly provide services to youth and their parents.

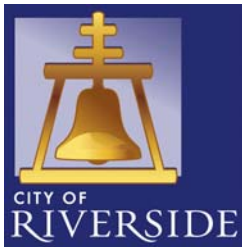
Mayor –Administrative Intern to perform a variety of tasks in support of the goals of the Mayor. The Administrative Intern has three main functions: assist constituents with obtaining information and directing their concerns; administrative support tasks, including answering phones and providing office assistance to the Mayor and his Chief of Staff; and, project duties including writing reports and memos and researching best practices from other jurisdictions. The Intern is occasionally asked to attend meetings and external events on behalf of the Mayor.

Public Utilities Electric Utility Division – Technical Intern to provide power flow analysis; develop reliability studies and reports on forecasting and distribution planning. Assignments would include report writing and field trips.

Public Utilities Power Generation Division – **Technical Intern** to assist in the development of computer application program that maintains protective relay records. Other duties include updating fiber optic system data using specialized software and provide general engineering support for various electric substation design projects.

Public Utilities Management Services – **Technical Intern** to perform report analysis using Microsoft Word, Excel and power point. Create graphs with information from database. Conduct fieldwork for various studies.

Public Utilities Water Engineering - **Technical Intern** to support Water Engineering staff and Settlement Analysts. Perform analysis using Microsoft Word, Excel, Power Point and other software programs.



Apply At:

City of Riverside
Human Resources Department
3780 Market Street
Riverside, Ca 92501

Or on-line at <http://www.riversideca.gov/human>